



**STATE OF ARIZONA**  
**DIVISION OF EMERGENCY**  
**MANAGEMENT**



**RECOVERY SECTION**

**STANDARD OPERATING PROCEDURES**

**PUBLIC ASSISTANCE PROGRAM**

**SECTION 8.a**

**SUMMARY PW REVIEW – 60 DAYS**

Rev 5/08



**STATE OF ARIZONA  
DIVISION OF EMERGENCY MANAGEMENT  
PUBLIC ASSISTANCE PROGRAM  
STANDARD OPERATING PROCEDURES**



## **SUMMARY PW REVIEW – 60 DAYS**

### **I. OVERVIEW**

It is the responsibility of the eligible applicant to identify all damages sustained as a result of a declared event, within the designated area that is the legal responsibility of the applicant to repair. Identification of all locations damaged as a result of the declared event must be provided to the Public Assistance Coordinator (PAC) within 60 days of the Kickoff Meeting. This does not mean that all project worksheets will be written within 60 days of the Kickoff Meeting; however the goal is to have all project worksheets written and submitted as soon as practicable.

At this meeting the applicant and PAC will review, document and summarize all identified projects onto the List of Projects form(s) and a Final Project Summary form.

### **II. PROCESS**

The PAC will schedule a PW Review meeting with the applicant no more than 60 days following the Kickoff Meeting. This meeting can take place prior to the 60-day date, providing the applicant agrees that all damages have been identified and is willing to document this information.

At a minimum, two forms will be completed and signed by all parties at this meeting.

#### **1. List of Projects form(s)**

Documented on this form is:

- each individual damage site,
- a brief description of the damage,
- noting the category of work,
- if the PW has been written,
- cost estimate for the project and
- any special considerations.

Each form will list up to twelve (12) damage sites. Use additional forms (as needed) until all sites are documented.

## 2. Final Project Summary form

Information from the List of Projects form is then summarized on the Final Project Summary form. Documented on this form is:

- Summary of damage sites for each category of work
- Summary of estimated cost to each category of work
- Signatures by all parties that the information documented on both forms are accurate and are believed eligible in accordance with the grant conditions.

After these forms are complete and signatures obtained, a copy is provided to the applicant prior to concluding the meeting, a copy is maintained by the PAC for their applicant file and the original is turned into the Public Assistance Branch Chief. Once the information is reviewed, the original will be added to the applicant's file for the disaster.

**ADEM MEMORANDUM FOR RECORD****SUBJECT: FINAL PROJECT SUMMARY**

APPLICANT NAME:

KICKOFF MEETING DATE:

DECLARATION NO.

Note the number of Project Worksheets written for each category and the total number of PW's by Category. If there is no damage in a category, mark "N/A." This document is to be signed by the Public Assistance Coordinator, State Applicant Liaison, and the Applicant's Authorized Representative as shown on the Designation of Applicant's Agent. Give a copy to the applicant and turn in the original to the Public Assistance Branch Chief.

Category of Work	Total # of PW's	Estimated Cost
Category A: Debris Clearance		
Category B: Protective Measures		
Category C: Road Systems		
Category D: Water Control Facilities		
Category E: Building & Contents		
Category F: Public Utility System		
Category G: Other (Recreational)		
Total # of Project Worksheets	0	\$0

At this time, damage surveys in all categories of work are completed and all Project Worksheets are written. Exceptions are listed in the comment section below. Examples of exceptions are sites under water or Category A or B records being compiled for completed work. If additional damage is found, the applicant must notify AZDEM in writing within 60 days of kickoff meeting.

ADEM P.A.Coordinator:

Date:

State Applicant Liaison:

Date:

I hereby certify that to the best of my knowledge and belief all work claimed is eligible in accordance with the grant conditions. All work will comply with the provisions of the Clean Water Act, Clean Air Act, Fish and Wildlife Coordination Act, Endangered Species Act, National Historic Preservation Act, related Federal Statutes, associated State, Tribal and Local Laws, Code, Ordinances and Other Statutes. Complete records and cost documents for all approved work will be maintained for at least five (5) years from the date the last project was completed or on receipt of final payment, whichever is later. Applicants have the right to appeal a decision rendered by the Director in accordance with A.A.C. R8-2-320.

Applicant Representative:

Date:

Comments:

**LIST OF PROJECTS - 60 DAYS AFTER KICKOFF MEETING OF**

APPLICANT:	TELEPHONE	EMAIL ADDRESS	DATE COMPLETED	DECLARATION NO.
CONTACT:				

[illegible]

Total Number of Projects

### Signatures of Concurrence

AZ PAC:

CATEGORY: A) Debris Clearance B) Emergency Protective measures C) Roads & Bridges D) Water Control Facilities E) Buildings & Equipment F) Utilities  
G) Parks, Recreational Facilities, and Other Items (Note: if a single site has more than one category, indicate the category that represents the majority of damage.)